

FINAL  
HISTORIC DISTRICT ORDINANCE  
OF THE  
CITY OF QUINCY

**I. AUTHORITY AND PURPOSE:**

1. This Ordinance shall be known and may be cited as the Historic Districts Ordinance of the City of Quincy and is adopted pursuant to the provisions of Chapter 40C of the Massachusetts General Laws, as amended.
2. The purpose of this Ordinance is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the City, or its architecture, and through the maintenance and encouragement of design compatible therewith. Regulations may be promulgated by the Historical Commission, in accordance with the provisions of Chapter 40C of the General Laws, in order to fulfill the purposes of this Ordinance.

**II. HISTORICAL COMMISSION:**

1. In accordance with the provisions of Chapter 40, Section 8D, and Chapter 40C, Sections 4 and 14, of the General Laws, an Historical Commission shall be appointed by the Mayor. The Commission shall consist of seven citizens of the city appointed for three-year terms, with the terms of either two or three members expiring each year. Seven alternate members shall be appointed in a like manner. Vacancies shall be filled in the same manner as original appointment for an unexpired term. One regular member and one alternate member respectively shall be appointed from at least three nominees submitted by the Boston Chapter of the American Institute of Architects, from at least three nominees submitted by the Quincy Historical Society, and from at least three nominees submitted by the South Shore Board of Realtors. One regular and one alternate member shall be appointed, where possible, from among the residents or property owners of the Historic District, and three regular and three alternate members shall be appointed at large. If within thirty days after submission of a request for nominees to an organization entitled to submit nominations for membership on the Commission no such nominations have been made, the Mayor may proceed to make the Commission no such nominations have been made, the Mayor may proceed to make the appointments to the Commission without nomination by such organization.
2. In case of the absence, inability or unwillingness to act of a member of the Commission, his or her place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office until the expiration of his or her term or until his or her successor is duly appointed and qualified. All members shall serve without compensation. The Commission shall annually elect a chairman and vice-chairman from its number and a secretary from within or without its number.

**III. DEFINITIONS:**

As used in this Ordinance the word "altered" includes the word "rebuilt", "reconstructed", "restored", "removed", and "demolished" and the phrase "change in exterior color"; the word "building" means a combination of materials forming a shelter for persons, animals or property; the "Commission" means the Commission acting as the Historical Commission; the word "constructed" included the words "built", "erected", "installed", "enlarged", and "moved"; the words "exterior architectural feature" means

such portion of the exterior of the building or structure” mean such portion of the exterior of the building or structure as is open to view from a public street, public way, public park or public body of water, including but not limited to architectural style and general arrangement and setting thereof, the kind, color and texture of exterior building materials, the color of paint or other materials applied to exterior surfaces and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures; the words “person aggrieved” mean an applicant, an owner of property adjoining the property of an applicant, an owner of property within the same Historic District as the property of an applicant and within one hundred feet of said property as measured from a property line and any charitable corporation in which one of whose purposes is the preservation of historic structures or districts; the word “structure” means a combination of materials other than a building, including a sign, fence, wall terrace, walk or driveway.

#### **IV. CERTIFICATE OF APPROPRIATENESS, NON-APPLICABILITY OR HARDSHIP:**

1. Except as otherwise provided in Sections VI or VII of this Ordinance, no building or structure within an historic district shall be constructed or altered in any way that affects an exterior architectural feature unless the Commission shall first have issued a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship with respect to such construction or alteration.
2. Any person who desires to obtain a certificate from the Commission shall file with the Commission an application therefor in such form as the Commission may reasonable determine, together with such plans, elevations, specifications, material or other information, appearance of the property thereafter, as may be reasonably deemed necessary by the Commission to enable it to make a determination on the application.
3. No building permit for construction of a building or structure or for alteration of an exterior architectural feature within an historic district and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by the Building Commissioner until the certificate required by this section has been issued by the Commission.

#### **V. FACTORS CONSIDERED BY COMMISSION IN MAKING DETERMINATION ON APPLICATION FOR CERTIFICATE:**

1. In passing on matters before it the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the Commission shall consider the appropriateness of the size and shape of the building or structures, the Commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the Commission may in appropriate cases impose dimensional and setback requirements in addition to those required by other applicable laws and ordinance. The Commission shall not consider interior arrangements or architectural features not subject to public view.
2. The commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of an historic district.

**VI. EXCLUSION OF CERTAIN MATTERS FROM REVIEW:**

1. The authority of the Commission shall not extend to the reconstruction, if substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year of the damage or destruction and carried forward with due diligence.
2. The Commission may determine from time to time after public hearing that certain categories of exterior architectural features, if the provisions of applicable laws or ordinances do not limit the authority of the Commission with respect thereto, may be constructed or altered without review by the Commission without causing substantial derogation from the intent and purposes of this Ordinance.
3. Upon request the Commission shall issue a certificate of non-applicability with respect to construction or alteration in any category then not subject to review by the Commission in accordance with this Section VI.

**VII ORDINARY MAINTENANCE; LANDSCAPING; CHANGES OTHERWISE PERMITTED OR REQUIRED:**

Nothing in this Ordinance shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within an historic district which does not involve a change in design, material, color or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of a requirement certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of this Ordinance.

**VIII. ADDITIONAL POWER, FUNCTIONS AND DUTIES OF COMMISSION:**

1. The Commission shall by majority vote of the members thereof promulgate appropriate procedural rules and regulations for the calling of meetings, the calling and conduct of hearings, the issuance and filing of certificates and other determinations, and the keeping of records, provided that the same shall be consistent with the requirements of Chapter 40C, Sections 10 and 11, of the Massachusetts General Laws, and other provisions of this Ordinance.
2. The Commission may after public hearing set forth in such manner as it may determine the various designs of certain appurtenances, such as signs or lighting fixtures, which will meet the requirements of an historic district and a roster of certain colors of paint and roofing materials which will meet the requirements of an historic district, but no such determination shall limit the right of an applicant to present other designs or colors to the Commission for its approval. The Commission shall, subject to appropriation, prepare and publish architectural and design guidelines for the construction and alteration of buildings and structures within historic districts.
3. The Commission may, where certain construction or alteration is otherwise inappropriate, nevertheless determine that owing to conditions especially affecting the building or structure involved, but not affecting the historic district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and that such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this Ordinance. If the Commission so determines, it shall cause a certificate of hardship to be issued to the applicant.

4. The Commission may, subject to appropriation, employ clerical and technical assistants or consultants and incur other expenses appropriate to the carrying on of its work, and may accept money gifts and expend the same for such purposes.
5. The Commission shall have the powers, authority and duties of an historical commission as provided in Chapter 40, Section 8D, of the General Laws.
6. The Commission shall have, in addition, the powers, authority and duties granted to it by this Ordinance, as it may from time to time be amended.

#### **IX APPEALS AND ENFORCEMENT:**

1. Any person aggrieved by a determination of the Commission, may within twenty days after the filing of the notice of such determination with the City Clerk, appeal to the superior court of Norfolk County, in accordance with the provisions of Chapter 40C, Section 12A, of the Massachusetts General Laws.
2. The superior court for Norfolk County may, in accordance with the provisions of Chapter 40C, Section 13, of the Massachusetts General Laws, enforce the provisions of this Ordinance, and any determination, ruling or regulation issued pursuant thereto, and may, upon the petition of the Commission or, at the request of the Commission, of the Building Commissioner restrain by injunction violations thereof; and, without limitation, such court may order the removal of any building, structure or exterior architectural feature altered or demolished in violation thereof, and may issue such other orders for relief as may be equitable.
3. Whoever violates any of the provisions of this Ordinance shall, in addition to such other penalty as may be provided by law, be subject to a fine of one hundred dollars, imposed by the Commission through the Building Inspector or designee of the Mayor, as a non-criminal disposition pursuant to Chapter 40, Section 21D, of the Massachusetts General Laws. Each day during any portion of which a violation continues to exist shall constitute a separate offense. The Building Inspector or designee of the Mayor shall permit a grace period of seven days after notice of a violation prior to the imposition of a fine.
4. In case of any section, paragraph or part of this Ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph and part of this Ordinance shall continue in full force and effect.